

Physics Division EH&S Activity Quarterly Report for Lab Owners

Write the year and quarter for when this report was prepared: _____ Year _____ Quarter

Write the date of when this report was submitted: _____

Write the name of the person filling out this report: _____

Put a check in the appropriate box below when the item is done.

Monthly

1st 2nd 3rd

Informal monthly walkthru of your lab:

Inspect all workspaces.

Tell workers to correct any hazard violations, or fix them yourself.

Spot check that work hazards specific to work areas have been communicated to workers.

Spot check that workers have received OJT, if needed.

Spot check that defined work protocols are followed (especially if RWA or AHD exists, or PPE is needed).

Ensure that all workers have the appropriate training to work in the lab.

Think about current work procedures: can they be made less hazardous, or less likely to result in violations?

List here the more frequent hazard violations from these 3 informal walkthrus:

Quarterly

Formal quarterly walkthru of your office and lab:

Inspect all areas, using standard checklists, for hazard violations (including ergonomic violations).

Enter all hazard violations into the CATS database.

Give copies of hazard checklists to Safety Administrator.

Check that CATS entries from your previous walkthrus have been addressed with corrective actions.

Write in the box the number of unresolved CATS entries from previous walkthrus.

Ensure that all workers have the appropriate training to work in the labs.

List here the more frequent hazard violations from the last 2 formal walkthrus:

Feedback:

List here any accidents or near-misses during this quarter:
